



TENT/CANOPY PERMIT REQUEST FORM

SCOTTSDALE FIRE DEPARTMENT

FIRE & LIFE SAFETY DIVISION



The following information is required to obtain a tent or canopy permit:

COMPANY REQUESTING PERMIT _____

PHONE _____ FAX _____

NAME OF EVENT _____

TYPE OF EVENT _____

PERSON HOLDING THE EVENT _____

NAME OF PROPERTY OWNER _____

ADDRESS WHERE EVENT WILL BE HELD _____

EVENT DATES AND HOURS OF OPERATION

	<u>DATE</u>	<u>DAY OF WEEK</u>	<u>HOURS FROM AM/PM TO AM/PM</u>
SET UP	_____	_____	_____
DAY 1	_____	_____	_____
DAY 2	_____	_____	_____
DAY 3	_____	_____	_____
DAY 4	_____	_____	_____
DAY 5	_____	_____	_____
DISMANTLE	_____	_____	_____

ANTICIPATED ATTENDANCE: PER DAY _____ AT ONE TIME _____ TOTAL _____

	<u>NUMBER OF</u>	<u>SIZE(S)</u>	<u>FLAME CERTIFICATE PROVIDED</u>
TENTS	_____	_____	<input type="checkbox"/>
CANOPIES	_____	_____	<input type="checkbox"/>

TENT/CANOPY PERMIT REQUEST FORM, continued

LOCATION ON PROPERTY _____

HOW MANY FEET FROM ANY BUILDINGS _____

HOW MANY FEET FROM ANY STREETS _____

IS IT IN A PARKING LOT _____

IF YES, VEHICLE RESTRICTION IS REQUIRED 20 FEET AWAY FROM TENT OR CANOPY.

WILL THERE BE ANY POWER SUPPLY? _____

ON SITE SALESPERSON FOR INSPECTION (NAME & PHONE NUMBER):

PREFERRED INSPECTION DATE AND TIME: _____

- ❖ **ALL ABOVE INFORMATION MUST BE INCLUDED WITH YOUR SITE PLAN AND DETAILED TENT OR CANOPY DIAGRAM.**
- ❖ **FAX THIS FORM TO 480-312-1850**
- ❖ **QUESTIONS/INFORMATION CALL 480-312-1853**